

Service Coordination Board (SCB) Meeting Summary

Date: 21 May 2014

Members in attendance:

	Member	In Attendance
AES	John Maclean	√
	Geoff Pile	√
ASD	Ju Wang	
	Ali Nassiri	√
XSD	Mark Beno	√
	Chris Jacobsen	
	Jonathan Lang	
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	√

Also in attendance: Rose Torres, and Steve Davey

Agenda:

Review of Meeting Minutes

Review of Open Action Items

Review of Project Status Summary

Other Business:

- Update of Linac Transverse Deflecting Cavity (P-1373, [APS 1433113](#)) and New Electron Gun (P-1374, [APS 1433114](#)) - Torres
- Status of the new project plan for the Installation of SCU1 In to Sector 1 (P-2253, [APS 1445357](#)) – Nassiri
- Proposal to Straightening the Linac (P-2233, [APS 1445304](#)) - Nassiri

New Business:

- Closing out projects: G. Pile

Next Meeting

18 June 2014

New Action Items

- 1) Davey: Update SCB charter when SCB Policy and Procedure is approved.
- 2) Nassiri and Torres: Nassiri to confirm scope/plan for SCU1 Installation (P-2253, [APS 1445357](#)) and then Torres to send SCU1 plan to group leaders for review.
- 3) Torres: Request review of the project plan and commitment by service-providing-group leaders for Straightening the Linac (P-2233, [APS 1445304](#)).
- 4) Ramanathan: update status of project XBPM Enhancement (P-1154, [APS 1433087](#)).

Other Open Action Items

- 1) Torres: Check with McChesney if the IEX project (P-1193, [APS 1433102](#)) has been completed (Torres).
- 2) SCB: Mike Fisher submitting a new proposal for a new stand ~160 hours and provisional approval sought.

Meeting Summary

Corrections to draft April meeting summary: add ICMS links to project summaries/reports and correct that the upgrade did have a representative and there was therefore a quorum.

This report can be accessed through the following link: [APS 1445522](#).

Torres distributed:

- 1) Meeting Agenda
- 2) Draft minutes from the 16 April meeting ([APS 1445371](#))
- 3) APS Project Report Summary - April 2014 ([APS 1442081](#))
- 4) APS Project Resource Summary- April 2014 ([APS 1432632](#))
- 5) APS Project Report Summary Comment - April 2014 ([APS 1440691](#))

Review of the Status of Open Action Items

- 1) Electron gun
 - ASD to review readiness review requirements - Terry Smith (ASD) to submit updated project plan for the electron gun (P-1374, [APS 1433114](#))
 - Rose Torres will forward plan to the groups requested to provide support to verify if they can still commit to meeting the requests.
 - Done
- 2) John Maclean to verify Leonard Morrison's availability to support the Linac Transverse Deflecting Cavity project (P-1373, [APS 1433113](#))
 - Done – Per den Hartog, Morrison will be made available

- 3) Check with McChesney if the IEX project (P-1193, [APS 1433102](#)) has been completed (Torres).
 - Ongoing – checked and still active
- 4) Mike Fisher submitting a new proposal for a new stand ~160 hours and provisional approval sought.
 - Open
- 5) Nassiri to provide the plan for the SCU1 installation (P-2253, [APS 1445357](#)) in December and the SCB will provisionally approve and Torres will forward the plan to the service group leaders for commitments.
 - Closed, updated new action item – Forward Ivanyushenkov’s plan to group leaders to review proposed hours (not ready for commitments)
- 6) ASD to present submitted proposal for straightening the Linac structure (Proposal 2233 [APS 1445304](#)).
 - Closed, updated new action item
- 7) Update SCB charter when SCB Policy and Procedure is approved. (Davey)
 - Open

Additional open action items:

- 8) Update status of completed Divisional projects
 - Done
- 9) Update SCB charter when SCB Policy and Procedure is approved. (Davey)
 - Closed

Discussion

- Installation of SCU1 In to Sector 1 (P-2253, [APS 1445357](#)): Yuri Ivanyushenkov submitted a project plan. The plans are to be sent to the service- providing-group leaders for review – not ready to seek commitments. A Division-organized installation readiness review is planned for the 1st two weeks of November. The scope of the project is to be clarified – installation only?
Action Item Nassiri to confirm scope/plan for SCU1 Installation (P-2253, [APS 1445357](#)) and then Torres to send SCU1 plan to group leaders for review.
- Straightening the Linac (P-2233, [APS 1445304](#)): Installation sought for the April/May 2015 shutdown
Action Item Torres to request review of the project plan and commitment by service-providing-group leaders for Straightening the Linac (P-2233, [APS 1445304](#)).

Project Updates (Torres)

Torres received updates from all active projects.

Discussion regarding APS Project Report Summary Comment ([APS 1440691](#)):

- Build Spare Booster Tuners (P-627): Problems have arisen from concerns about working with Be copper.
- XBPM Enhancement (P-1154, [APS 1433087](#)): Needs to sort out R&D versus Upgrade Project hours. Reported as 44% complete - it is expected that the project is more than the 44% complete
Action Item SCB member Ramanathan to update status of project XBPM Enhancement (P-1154, [APS 1433087](#)).
- Linac Transverse Deflecting Cavity (P-1373, [APS 1433113](#)): Review/approval on hold, proposed dates to be completed. In the meantime don't ask group leaders for commitments.
- New Electron Gun (P-1374, [APS 1433114](#)): Installation readiness review planned for late July. Torres sent out the re-plan to the group leaders and all can commit – subject to the agreement on Leonard Morrison's time (per den Hartog resolved with Morrison and Jim Morgan support). Fornek: Morrison spent more time for the Upgrade than committed in the ERA.
- S35/S31 Straight Section Exchange (P-1833, [APS 1442033](#)): Per Berg, activity not suspended. Raytrace problems encountered and need to submit a new plan. Some engineering effort ongoing to re-plan/re-baseline.
- Complete Assembly of Sample Changing Robot Hand (P-508, [APS 1439028](#)): Complete? Check with Chupas. Pile: we want a close-out form signed off by the requestor and ensure documentation is in place.

New Business

- Pile: We need to make sure everyone is happy with the timely progress of projects and identify if there are opportunities to give an extra push to close out. Both requestor and managers should sign-off on close-outs and the Division's SCB reps should be copied.

Next Meeting: June 18, 2014, 401/B4100, 11:15